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TS No. 22535

Copy 35 of 45

17 April 1953

MEMORANDUM FOR: Deputy Director (Plans)
Deputy Director (Intelligence)
Deputy Director (Administration)
Assistant Director for Communications
Director of Training

SUBJECT : Central Intelligence Agency Master Plan to
Cope with Emergencies

1. It is necessary that the Central Intelligence Agency maintain in a state of current readiness a Master Plan to mitigate the effect which any type of emergency situation might exert upon its activities and mission. This plan must cover all types of emergencies, including those precipitated by enemy action, fire, rioting, insurrection, and any other type of natural or artificially provoked disaster. The primary objective of the Master Plan is the protection of the facilities and resources of the Central Intelligence Agency to the end that it will continue to fulfill its mission as a vital arm of the United States Government in time of extreme emergency. As such, it is not addressed to the needs and welfare of the members of the Central Intelligence Agency as individual citizens, and it does not supplant or alter the mission and responsibilities of civil defense agencies in this regard. This is not, however, to be construed as meaning that the Central Intelligence Agency is unmindful of the welfare and safety of its members or of their families, and, to this end, the planning of civil defense authorities has been taken into consideration in the formulation of the Master Plan, so that the Central Intelligence Agency can rely upon the uninterrupted and faithful service of its members under conditions of emergency the same as under normal conditions.

2. The Master Plan consists of three major portions as follows:

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~~TOP SECRET~~

~~SECURITY INFORMATION~~

T O P S E C R E T

SECURITY INFORMATION

a. The Plan for Continuity of Essential Activities in Event of Enemy Attack, or relocation plan. This covers the selection and relocation of [REDACTED] personnel within a designated alternate site where Central Intelligence Agency Headquarters can immediately be activated and business resumed under circumstances where enemy action makes necessary the quitting of the headquarters in Washington.

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b. The Security Patrol Plan. This plan provides for the organizing and training of a patrol for the protection of Central Intelligence Agency property and classified material in Washington under any emergency circumstances and, when enemy action necessitates relocation of the headquarters, for the registering and marshaling of the remainder of the employees of the Agency, over and above the initially selected key group mentioned above in 2.a., so that they can be phased into the Relocation Center as soon as their services can be utilized there and when temporary housing and rationing facilities can be provided for them.

c. The Fire, Disaster, and Air Raid Emergency Plan for CIA Buildings. This plan is designed for the orderly and expeditious evacuation of personnel from CIA buildings to temporary places of safety in the immediate vicinity in case of fire or other disaster during duty hours; for the orderly and expeditious movement of the occupants of CIA buildings to designated shelter areas in event of air raid or other enemy action during duty hours, and for the securing and protecting of CIA classified material under all circumstances of emergency. This plan also includes a program of dissemination of informative materials designed to familiarize all members of Central Intelligence Agency with self-protection and self-assistance measures and all other such techniques and methods as are developed by civil defense authorities for the benefit of the public.

3. The general provisions of the three portions of the Master Plan are set forth below. Detailed instructions to persons and classes of persons chargeable with specific responsibility for implementation of the various phases are set forth in directives issued periodically to such persons and classes of persons. Likewise, current information, operating procedures, and techniques for the

T O P S E C R E T

SECURITY INFORMATION

SECURITY INFORMATION

implementation of the plans are set forth in directives issued from time to time, as needed, to all persons and classes of persons affected thereby. Statements of the three portions of the Master Plan follow hereunder:

THE PLAN FOR CONTINUITY OF ESSENTIAL ACTIVITIES
IN EVENT OF ENEMY ATTACK



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The assembling and movement of the emergency force to the Center will be accomplished in such manner and upon receipt of such notification and signals as the Director of Central Intelligence may from time to time prescribe and direct.

The emergency communications system which will serve the Center has been planned in coordination with the emergency systems of other vital security agencies represented on the Ad Hoc Committee of the Office of Defense Mobilization responsible for the planning for continuity of essential activities of the White House and the six most vital security agencies, including Central Intelligence Agency. Detailed information on the emergency communications system is set forth in a separate directive published for the information and guidance of all persons concerned with the use of the facilities.

Detailed instructions to each of the [redacted] individuals selected for the emergency force are contained in a memorandum of instructions published for them only. The roster of the emergency force is kept current at all times in the office of the Emergency Planning Officer, and a procedure is followed for the issuance of special badges for the

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T O P S E C R E T
SECURITY INFORMATION

~~TOP SECRET~~

SECURITY INFORMATION

SECRET

The precise mechanism for convoking the emergency force, the routes, maps, and means of transporting it from the Washington Area to the Center, the process of decontamination (if needed), and detailed instructions for every phase of the assembling of the emergency force and getting its members to the Center, are contained in directives published to the officials responsible for the accomplishment thereof and to all individuals and classes of persons affected thereby.

SECURITY PATROL PLAN

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A Security Patrol is established for the protection of Central Intelligence Agency property, classified materials, and records in Washington in event of enemy attack directed against the city or its environs, in event of fire, rioting or insurrection, or any other type of natural or artificially provoked disaster. In addition to the foregoing, the Security Patrol is vested with a further mission in the event that enemy action is of such nature as to necessitate the relocation of CIA headquarters and the movement of the selected key persons to the Relocation Center. This mission consists of the registering and marshaling of the remainder of the employees (over and above the [redacted] for movement to the Relocation Center, at such time as their services are needed there and facilities can be provided for their billeting and rationing.

The Director of Security is designated as the Commander of the Security Patrol. The Security Patrol consists of designated personnel of the Security Office, augmented by certain personnel from other units of CIA, as necessary. It is broken down organizationally into a headquarters and staff, six operating platoons, and one personnel registration platoon which will be used to register and marshal CIA employees as explained in the preceding paragraph. Medical detachments, under the tactical command of the Commander, but under the professional direction of the Chief of the Medical Office, may be attached to the units. Current rosters are published, along with the current operating and calling procedures and instructions prescribing the individual duties of the personnel concerned. Members of the operating platoons are instructed and qualified in the use of firearms and are issued such firearms and ammunition along with special identification credentials and other individual equipment from current tables published for the guidance of all persons concerned. In addition, certain organizational equipment will be issued to the platoon commanders or their representatives.

~~TOP SECRET~~

SECURITY INFORMATION

SECRET

SECURITY INFORMATION

The Security Patrol will go into action any time during duty hours or otherwise, upon call of the Commander thereof or his designated representative. They will proceed to the scene of the emergency and will afford over-all protection and preserve order during the process of securing classified material and records and during the evacuation of personnel from the buildings or into building shelter areas, during all of which time the senior Security Patrol officer present will act as Emergency Marshal and will be in general charge of all activities at the site. The Security Patrol will thereafter safeguard and protect the property, classified material, and records until relieved by its Commander or higher authority.

In the event that the emergency consists of enemy action of such nature as to necessitate the relocation of CIA headquarters and the movement of the selected [] key persons to the Relocation Center, the Patrol Commander will establish the Security Patrol Command Post in Room 2, in the basement of the Administration Building. In the event that this room has been completely destroyed or has been so damaged as to be unusable, headquarters of the Security Patrol will be established at an alternate command post site, location of which will be designated and made known to all persons concerned therewith. In addition to taking all of the steps described above, the Patrol Commander will deploy four detachments of the registration platoon to four registration points in Washington and its environs, for the purpose of registering the remainder of the employees preparatory to their ultimate movement to the Relocation Center. The principal and alternate locations of the registration points are designated and announced to all persons concerned therewith in current directives published on the subject.

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The registration points will be activated as soon after White Alert (all clear) has been signaled as is possible, or before that time if so indicated in the judgment of the Commander of the Security Patrol. In the event that the primary location has been rendered unusable for any reason, the registration detachment will open the registration point at the alternate location. Each detachment will have with it one mobile communications truck and sufficient equipment and materials to accomplish the registration of employees who report there. Employees will report to the registration points as soon as it is physically possible to do so and as soon as they have taken the primary steps prescribed by civil defense authorities for the protection of their families. The registration detachments will compile rosters of the reporting employees and submit them, at 24-hour intervals, to the Security Patrol headquarters, which will, in turn, consolidate them

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SECURITY INFORMATION

~~TOP SECRET~~

SECRET

SECURITY INFORMATION

and report upon them to the Central Intelligence Agency headquarters at the Relocation Center. They will, thereafter, await and carry out further instructions for the movement of the employees to the Relocation Center.

THE FIRE, DISASTER, AND AIR RAID EMERGENCY PLAN FOR CIA BUILDINGS

The Deputy Director (Plans), the Deputy Director (Intelligence), the Deputy Director (Administration), the Assistant Director for Communications, and the Director of Training are responsible during duty hours for the orderly and expeditious evacuation of building spaces occupied by their respective organizations in case of fire, natural disaster, or other emergency, and for the orderly and expeditious movement of the occupants of such building spaces to designated shelter areas in the event of air raid or other enemy action. They are, under all circumstances of emergency, responsible for the securing of all classified material and protection of equipment. To assist them in discharging these responsibilities they may designate such persons from within their organizations as they deem proper and necessary, and should cause the appointment of a Building Emergency Officer and an Alternate Building Emergency Officer for each building housing activities of their respective organizations, who will prepare a detailed plan for the accomplishment of this mission within each such building, which plan will be submitted to the Security Office for approval.

The Security Office exercises staff supervision and acts as the coordinating agency for all of these individual building plans covering all building space occupied by the Central Intelligence Agency. It maintains, on a current basis, a file of the individual plans and a roster of the Building Emergency Officers and Alternate Building Emergency Officers.

The appropriate phases of the plan will be invoked by the Building Emergency Officer whose building is concerned immediately upon the occurrence of any type of emergency. He or his representative will thereupon call the Commander of the CIA Security Patrol. The Security Patrol will be assembled and deployed by the Commander, and will afford over-all protection and preserve order at the site of the emergency during the process of securing classified material and records and during the evacuation of personnel from the buildings or into building shelter areas, during all of which time the senior Security Patrol officer present will act as Emergency Marshal and will

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~~TOP SECRET~~
SECURITY INFORMATION

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be in general charge of all activities at the site. The Security Patrol will, thereafter, safeguard and protect the property, classified material, and records until relieved by its Commander or higher authority.

As part of this plan, a progressive program of training and distribution of informative materials designed to familiarize all members of Central Intelligence Agency with self-protection and self-assistance measures for themselves and the members of their families, and all other such techniques and methods as are developed by civil defense authorities for the benefit of the public, will be carried on under the staff supervision of the Central Intelligence Agency Emergency Planning Officer, through the respective Building Emergency Officers designated as herein specified.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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WALTER REID WOLF
Deputy Director
(Administration)

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TS 22535

Attached TOP SECRET document is to be reviewed by the following



MR. GARRISON

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This document is to be handled on an EYES ONLY basis and is to be hand carried. It is requested that it be returned to the Office of the Chief by 10 June 1953.

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